



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

DEC 20 2011

CECW-CO-N

MEMORANDUM FOR RECORD

SUBJECT: Justification for the Use of the Social Security Number (SSN): Recreation Use Fee Refund

1. References.

- a. Executive Order 9397 and 26 U.S.C. 6109, Justification for Collection of SSN
- b. DTM 07-015-USD, Guidance on the Use of the SSN by the Department of Defense, 2009
- c. Title 31 U.S. Code, Section 3325(d), Vouchers
- d. Title 16 U.S. Code, Section 460d-3, Recreational User Fees
- e. ER 1130-2-550, Guidance for the U.S. Army Corps of Engineers (USACE) Recreation Use Fee Program, August 2002
- f. ENG Form 6013-R, Use Fee Refund Request, December 2011 (Draft)

2. Title 16 U.S.C. 460d-3 authorizes the USACE to establish and collect fees for the use of developed recreation sites and facilities, including campsites, swimming beaches, and boat launching ramps. Refunds for recreation use fees paid may be authorized for legitimate reasons. A request for a use fee refund must be submitted using the ENG Form 6013-R, which requires that the requestor provide a social security number (SSN). In accordance with Title 31 U.S.C. 3325(d), disbursement cannot be made on any certified voucher that does not include the SSN of the person who is to receive payment.

3. DTM 07-015-USD, Guidance on the Use of the SSN by the Department of Defense, authorizes this use. See enclosure, 2b: *Acceptable Uses*

b. The use of the SSN shall be limited to transactions that specifically require the presentation of the SSN to meet a statutory or regulatory requirement. Most applications that require the SSN for specific transactions do not require its use for every transaction. For example, systems that link to financial institutions may need the SSN for initial interactions, but thereafter use an account number or some other form of identification or authentication. As such there is no need to use the SSN for individuals to authenticate themselves as part of every transaction.

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4. Title 31 U.S.C 3325(d) requires a taxpayer identification number (TIN) on all certified vouchers submitted to a disbursing official for payment. The TIN is a unique nine-digit identifier assigned to all individuals by the Social Security Administration, and businesses by the Internal Revenue Service (IRS). Title 31 U.S.C. states:


d. The head of an executive agency or an officer or employee of an executive agency referred to in subsection (a)(1)(B), as applicable, shall include with each certified voucher submitted to a disbursing official pursuant to this section the taxpayer identifying number of each person to whom payment may be made under the voucher.

This requirement dictates a continued need to collect SSNs from all refund applicants.

5. We continue to review collection procedures and safeguards to reduce the risk of SSNs being compromised. Only authorized USACE Operations employees processing specific use fee refund requests have access to the SSN information. All SSN information collected for refund requests is carefully safeguarded at field offices where requests are originated.

6. The point of contact for this action is Peppino Persio, Recreation Program/Business Line Manager, (202)761-0036.

Encl
ENG Form 6013-R



MICHAEL G. ENSCH
Chief, Operations
Directorate of Civil Works

CF:
CERM, M. Walsh
CECC, R. Frank, Counsel
CECI, L. Genovese, Privacy Officer
CECI, P. Paquette, Forms Manager

APPENDIX G
USE FEE REFUND REQUEST

(ER 1130-2-550)

Part 1 *COMPLETED BY APPLICANT*

The undersigned requests a Use Fee Refund in the amount of:

\$ _____

Payable to: _____

Social Security Number: _____

Reason for request: _____

(Signature of Applicant)

(Date)

Applicant's Use Fee Receipt Must Be Attached to This Request

PRIVACY ACT STATEMENT

Authority - 16 U.S.C. Conservation, 460d-3 Recreation User Fees; 31 U.S.C. Money And Finance, 3325(d) Vouchers; Executive Order 9397 and 26 U.S.C. 6109, Justification for Collection of Social Security Number

Principle Purpose - Information in this form is used to obtain a refund of recreation use fees you previously remitted to the United States Army Corps of Engineers. The information provided on this form is accessible only to authorized personnel having official need therefor. Social Security Number is needed by the Treasury Department to reimburse the fee you paid.

Voluntary Disclosure and Effect of Non-Disclosure - Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a use fee refund.

Part 2 *COMPLETED BY CORPS OF ENGINEERS REPRESENTATIVE*

The above fee relates to:

F&A Work Item: _____

Park Work Item: _____

CEFMS Collection Voucher: _____ dated _____

Corps of Engineers Point of Contact:

Name: _____

Office: _____

Phone: _____

Approved by:

(Signature of Operations Project Manager or Representative)

(Date)